

## **8.0 Voluntary Security Program**

The Voluntary Security Program (VSP) provides funding for projects to enhance the security of public-use general aviation airports in Virginia.

The Virginia Aviation Board has delegated the authority to review and approve funding requests for the VSP to the Virginia Department of Aviation.

### **8.1 Project Eligibility**

Before a general aviation airport sponsor can receive funding for a security improvement project, the airport must first be declared a "Secure Virginia Airport" as described in Chapter 13 General Aviation Airport Voluntary Security Certification Program. In addition, a security improvement project must be identified on the sponsor's approved airport security plan in order to be eligible for state funding. VSP does not require prerequisites for projects to conduct security audits and develop security plans. The following are examples of eligible for VSP funding:

- airport security audit
- airport security plan
- terminal area fencing
- perimeter fencing
- magnetic card controlled gates
- external and internal surveillance systems
- security signage
- security lighting
- security barriers

A fence clearing project is eligible one time only. The continuing maintenance of the terminal area and perimeter fence line is a sponsor's responsibility. Operational costs, such as the hiring of security guards, are not eligible.

Sponsors should contact DOAV to discuss the eligibility of other security improvements under this program.

### **8.2 State Participation**

VSP funds 100 percent of projects to conduct security audits and develop security plans. The program funds 90 percent of the design and installation of security improvements that address deficiencies identified in plans and audits.

DOAV will review security audits and plans, and it will review and approve engineering agreements, plans, and specifications for security improvements.

### 8.3 Application Process

To request VSP funding, sponsors must submit a letter to DOAV that identifies a project and provides justification for the project. The request must include a budget and schedule. The letter and supporting documents should be mailed or delivered to DOAV. Requests may be submitted at any time during a fiscal year. Requests should only be made for projects that are eligible and meet prerequisites.

### 8.4 Evaluation and Selection Process

Upon receipt of a request for VSP funding, DOAV will confirm the availability of funds within the program. DOAV will then review the request for completeness, project eligibility, and prerequisites. DOAV will prioritize the project(s) in consideration with existing VSP requests and make a determination regarding funding.

### 8.5 Agreement Process

For approved projects, a written notification will be sent to the sponsor, either a tentative allocation letter or grant offer, based on the scope of work. The notification will include a description of the work to be undertaken, the amount of funding allocated to the project, and funding termination date.

#### 8.5.1 Tentative Allocation

After a tentative allocation is offered for a design and construction project, the sponsor may begin the design. Upon DOAV approval of bids, a grant agreement will be offered for the design and construction project.

#### 8.5.2 Grant Agreements

**The sponsor must execute the grant agreement prior to initiating any construction or purchases.** Please refer to the agreement process section in Chapter 6 Airport Capital Program for details on a grant agreement.

### 8.6 Project Implementation

Once a grant agreement has been executed, work may begin. Based on the type of project, DOAV may inspect a security improvement project as it progresses or when it is complete.

#### 8.6.1 Grant Amendments and Change Orders

At any time during the course of a project, the grant agreement for a VSP project may be amended for justifiable cause, such as a change in the grant amount or a change in the scope of work. When a sponsor becomes aware of conditions that will necessitate a change, the sponsor should immediately submit to DOAV a written request for a grant amendment. **All grant amendments must be coordinated with**

93 **DOAV prior to the subject work being initiated.** All increases are contingent on  
94 the availability of funds.

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96 A change order will be addressed by DOAV at the time the change order is  
97 requested. Increases or decreases to a grant will not be addressed until project  
98 completion, and increases are subject to the availability of funds.

#### 100 8.6.2 Reimbursement

101 Requests for reimbursement can be made for partial amounts or the full amount. The  
102 department asks that reimbursements for less than \$1,000 be made for the full  
103 amount at the completion of the project. The requests must be made using DOAV's  
104 *Request for State Fund Reimbursement Form*. The form must bear the sponsor's  
105 original signature and date to certify acceptance of the costs from contractors and  
106 others. The form must be submitted with the required supporting documentation,  
107 such as a consultant or contractor invoice.

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109 DOAV will review the reimbursement form and supporting documentation. If the  
110 submittal is acceptable, payment will be approved. If the submittal is not acceptable,  
111 DOAV will contact the sponsor by telephone or email to discuss errors or omissions.  
112 If the sponsor cannot be contacted within five business days, the reimbursement  
113 package will be returned with a written notification that explains any discrepancy.  
114 DOAV will withhold or reduce any reimbursement payment until discrepancies are  
115 resolved. **It must be noted that goods ordered and services contracted prior to**  
116 **DOAV approval will not be eligible for reimbursement.**

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118 DOAV will not reimburse a sponsor for more than 90 percent of a grant amount until it  
119 notifies the sponsor of receipt of acceptable deliverables or final acceptance of  
120 construction. Requests for reimbursements exceeding 90 percent of the grant should  
121 not be submitted to DOAV if the approval on project completion has not been given  
122 by DOAV. Such requests will be returned to the sponsor for correction and  
123 resubmission, thereby delaying the sponsor's receipt of the funds. After the receipt of  
124 acceptable deliverables or final acceptance of construction, DOAV will accept a  
125 reimbursement request for the remainder of a project's cost.

#### 127 8.6.3 Project Close-out

128 A close-out letter will be sent to the sponsor confirming that the project is complete  
129 and all payments have been made, unless an audit will be performed as described  
130 below. Final inspections will be required prior to project close-out for construction  
131 projects.

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133 An audit may be conducted on a project. If an audit is conducted, the sponsor will  
134 receive written notification of the outcome and any adjustments that need to be  
135 made. After an audit, a closeout letter will be sent to the sponsor.